



**Position Title:** Medication Assistance Program Specialist Intern

**Status:** Internship

**Department:** Open Door Clinic

**Reports To:** Pharmacy Manager and/or Medication Assistance Program Coordinator

---

**Job Description:**

Do you have a passion for making essential medications accessible to those who need them the most? The Medication Assistance Program Specialist Internship at The Open Door Clinic offers a unique opportunity to contribute to our mission of ensuring a continuous supply of vital medications for our patients. In this role, you will work closely with the Medication Assistance Program Coordinator and our dedicated pharmacy manager to coordinate the ordering and distribution of medications. Join us in providing essential care and support to those who rely on us.

**Responsibilities:**

**1. Medication Procurement and Reordering:**

- Collaborate with the Medication Assistance Program Coordinator to manage and maintain medication inventory.
- Assist in the reordering process of medications from pharmaceutical companies to ensure an uninterrupted supply.
- Monitor stock levels and proactively identify potential shortages, taking appropriate actions to prevent disruptions in patient care.

**2. Online Medication Tracking:**

- Utilize The Pharmacy Connection (TPC) program to track the status of all patients' Prescription Assistance Program (PAP) medications.
- Ensure accurate and up-to-date records of medication requests and deliveries to streamline patient care and program efficiency.
- Coordinate with healthcare professionals to optimize medication therapy and adherence.

**3. Documentation and Reporting:**

- Maintain detailed and organized records of medication orders and deliveries.
- Generate regular reports to assess program effectiveness and identify areas for improvement.

**4. Collaborative Teamwork:**

- Engage with a multidisciplinary healthcare team to provide coordinated patient care.
- Attend team meetings and contribute insights to enhance program services.

**Requirements:**

- Enrolled in or completed a college or university program, preferably in a related field such as healthcare, pharmacy, or public health.
- High school diploma or equivalent is a minimum requirement.
- Strong organizational and communication skills.
- Compassion and dedication to supporting underserved communities.
- Detail-oriented and able to work effectively in a fast-paced environment.

This Medication Assistance Program Specialist Internship not only provides you with hands-on experience in medication procurement and distribution but also allows you to contribute to a vital healthcare program that helps bridge the gap in medication access. **We are committed to recognizing your dedication and efforts, offering professional development opportunities, and potentially considering outstanding interns for future employment. Additionally, for interns who successfully complete 120 hours during their internship, we are pleased to provide letters of recommendation to support your career aspirations.** If you are passionate about improving medication access and promoting the well-being of our community, we encourage you to apply and become an integral part of our mission. Together, let's make a difference in the lives of those in need.

**Work Schedule:**

Minimum of 10 hours a week between Monday-Thursday 9am-6pm.